

Southampton City Council

Human resources and organisational development

Allowances framework

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Standard hours

Standard week	37 hours Monday to Friday	When you have worked your contractual hours, you are paid overtime. If your contract hours are over 37, these hours are paid at plain time.
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Weekend hours

Saturday and Sunday	Time and a half (1.5)	Where your weekend hours are a part of your normal working week. Not including irregular hours.
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Overtime / additional hours: hours worked over standard week (37 hour)

Grades 1 – 7	1.5 OR 1.5 in lieu	- your overtime / additional hours must have approval - if you work in areas working irregular hours, your overtime includes the enhanced rate of pay for the post.
Grades 8 - 13	Plain time (except at weekends)	
Chief officers	Unavailable (unless agreed in advance in exceptional circumstances)	

Bank holidays

If you are required to work a bank holiday you get:	Your usual contractual pay
	Plus – plain time for your hours worked
	Plus – time off in lieu (to take later)

Shift (irregular) hours

You need to meet the following conditions for shift (Irregular) hours:	The service operates contractual hours including evenings, nights and weekends
	Time bands: 6:30-12pm (midnight) or 12.01-7:30am
	Enhancement is paid for all hours and all days, including weekends
15% enhancement	10% enhancement
You work a pattern of hours over the week and contract hours include time before 7:30am and after 6:30pm	You work a pattern of hours over the week or contractual hours include time before 7:30am or after 6:30pm
Your hours vary week to week as part of your rota	Your hours vary week to week as part of your rota

Fixed unsocial hours / night workers

If you work fixed and regular hours over the week and 30% or more of your contract hours are before 7:30am or after 6:30pm		
Monday – Friday	6% enhancement per hour	
Saturday and Sunday	1.5 per hour	Weekend working is a part of your normal working week

Standby and callout

Standby payment		Stand-by allowance for social workers/managers	
Monday – Friday	£14.66	Nightly (pro rata per 24 hours)	£30.35
Saturday	£17.05	Includes first hour of any calls	
Sunday/Bank Holiday	£22.29		
Weekly (excluding bank holidays)	£112.66		

Call out – for out of hours, emergency issues or areas requiring duty of care

In service areas where attendance on site is not required and the “call-out” can be done by telephone from home, the stand-by payment only will apply

The qualifying period is a minimum of 1 hour per call out – at the rate of time and a half and payments are then calculated for each additional 30-minute period the call out requires.

In addition to the Standby flat fee “Call out” payments will be paid at the rate/grade of the post.

Travel includes to site and back home.

Call-out and stand-by is voluntary for all staff and your hours need approval by your line manager, in advance.

Stand-by payments are subject to increase in line with national pay agreements

If you work call-out hours on a bank holiday, you get the usual [bank holiday pay](#)

More allowances

Car user

Contractual car user:	£40 – monthly allowance (and non-contributory car pass)	Mileage at HMRC rates
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First aid | Fire-marshal | Wellbeing champion | Mental health first aider

Standard Allowance - **£146.96 a year**

If your job needs you to be first aid or fire marshal trained, you do not get the allowance. It forms part of your job evaluation.

Emergency planning: duty volunteer allowance

Standard Allowance - **£146.96 a year**

Volunteers - qualified (in date), trained, with approved business need.

Volunteers will be on the duty rota. Emergency planning duty posts get an extra 'call-out duty' payment at the normal hourly rate, on top of the flat allowance rate.

Tool allowance

Selected posts paid allowance and allowance. See your red book for the rates.

Chargehand allowance (waste and recycling/housing operations)

Standard Allowance - **£149.30 a month**

A responsibility allowance for craft employees in housing operations and operatives employed in waste and recycling for additional responsibility of organisation of work, materials, plant and equipment.

Subject to management approval and confirmation with payroll (£6.68 per day as approved claim for cover / occasional one off requirement)

Mileage rates – (HMRC rates)

Car	45p
Car (over 10,000 miles)	25p
Motorcycles	24p
Bicycles	20p